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ABSTRACT

This study guide was specifically designed for individuals preparing to take the Georgia Teacher Certification Test (TCT) in business. The test covers five different facets of business: (1) business communication skills; (2) business math and accounting; (3) general business; (4) business and youth organization; and (5) information processing. This guide lists content objectives and suggested references for study in each of the five subareas. (JMK)

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STUDY GUIDE FOR TCT IN BUSINESS EDUCATION

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National Evaluation Systems, Inc., has prepared for distribution by the Georgia Department of Education the set of content objectives found in this Study Guide. These objectives have been verified as important content requirements for initial certification. Not all of the listed objectives have had test items written for them. The selected objectives have not been identified. All objectives which appear here are certification requirements and a sampling of them will be tested.

When the project to develop the Georgia Teacher Certification Tests (TCT) was begun in November 1976, an Ad Hoc Committee composed of Georgia educators was appointed to work with NES on each TCT. The function of these Ad Hoc Committees was to review all NES-generated materials with a goal of making the materials more reflective of Georgia education needs. The first step in the test development process was that of content domain specification. Educators identified all content knowledge that an applicant would need to know to function effectively in a Georgia school. This content was further defined into content objectives, which were sent to currently practicing Georgia educators for verification. These educators provided actual ratings of the "job-relatedness" of the content objectives. At that point, it was possible to identify, from the original domain specification, the extent of essentiality of specific content skills for successful performance on the job. Test items were written for the most essential objectives which spanned the content of the field.

The purpose of providing objectives is to explicitly define the content required of an applicant for certification in this field. Further, the statement of these objectives should assist in preparing for the criterion-reference content knowledge test. We encourage applicants to study these materials, which will enhance their understanding of the content field and alleviate any unnecessary concerns about the nature of the Georgia Teacher Certification Tests.

Along with these materials go hopes for a rewarding career in education.

If you have questions or desire further information, contact:

Performance-Based Certification
Division of Staff Development
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Georgia Department of Education

Charles McDaniel, State Superintendent of Schools

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Atlanta, Georgia

STUDY GUIDE FOR TCT IN BUSINESS

Georgia Teacher Certification Testing Program

Field 07: Business

INTRODUCTION

This Study Guide was specifically designed for persons preparing to take the Georgia Teacher Certification Test (TCT) in Business. The Business Test was developed by the National Evaluation System, Inc., and educators in the state of Georgia. The test covers Business Communication Skills, Business Math and Accounting, General Business, Business and Youth Organization, and Information Processing.

This study guide contains:

1. A listing of the content objectives for each subarea, and
2. A listing of selected reference materials.

This listing of sources does not mean that all are needed to grasp a particular concept or meet a given objective. Some examinees will have better access to certain sources than to other sources. Additionally, in some cases several subareas have been referenced to the same readings because those readings cover several topics. The references given are suggested references only and are not intended to be an exhaustive or complete listing.

In addition to the content objectives and readings that will follow, you should be aware that:

1. The TCT items are multiple choice with four possible answers.

2. There are no penalties for guessing when unsure of an answer.
3. While examinees are given 3½ hours of actual test time, they may request up to an additional hour if needed.
4. In order to pass the TCT one does not have to pass each subarea.

   Your total score is determined by the number of correct answers.

Examinees wanting specific help with test-taking skills should ask for assistance from their college/university counseling center and/or refer to one or more of the references listed below:

Flippo, R. F., Testwiseness. Rehoboth, MA: Twin Oaks Publishing, 1983.

Millman, J., & Pauk, W. How to take tests. New York: McGraw Hill, 1969.

Pauk, W. How to study in college (2nd ed.) Boston: Houghton Mifflin, 1974.

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Business Communication Skills

Objectives:

Identify the point or points at which specific words are preferably divided.

Demonstrate knowledge of the methods and skills needed to proofread and edit.

Interpret proofreading symbols.

Identify appropriate placement of components in various letter styles.

Identify requirements for a letter of application for employment.

Demonstrate skills needed for the preparation of outlines and manuscripts.

Distinguish between the structural differences of footnotes and bibliographies.

Compare filing systems used in a variety of situations (filing alphabetically, numerically, geographically, by subject, etc.).

Identify steps used in filing procedures (inspecting, sorting, coding, etc.).

Demonstrate knowledge of telephone etiquette.

Identify appropriate office procedures for receiving visitors.

Identify examples of effective handling of office mail.

Given a specific situation, identify the correct composition and punctuation for an appropriate business letter.

Identify the items that should be included in the composition of a resume.

Identify basic listening rules.

Identify the characteristics essential to effective speech delivery such as dress, grooming, posture, carriage, facial expressions, manners, and eye contact.

Identify procedures useful in the preparation of a speech.

Objectives

Identify preparation and procedures necessary to an effective job interview.

Identify appropriate parliamentary procedures to be utilized in a variety of situations (voting, precedence of motion, etc.).

Given unpunctuated sentences, indicate correct punctuation using periods, question marks, exclamation points, semicolons, colons, hyphens, dashes, commas, quotation marks, parentheses, and/or apostrophes.

Apply the rules of capitalization to specific sentences or constructions.

Demonstrate the use of numbers in writing.

Identify examples of the content, arrangement, and usage of dictionaries.

Identify the use and composition of the Occupational Outlook Handbook.

Indicate correct definition and spelling of the most commonly used business terms.

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Stewart, Marie M. et al. Business English and Communication. (5th Ed.) Gregg Division, McGraw-Hill Book Co., 1977. Textbook and Workbook.

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Business Math and Accounting

Objectives

Identify cardinal and ordinal numbers, and distinguish between them.

Perform basic mathematics functions using decimal and fractional concepts.

Calculate simple and compound interest and percentages.

Demonstrate correct procedures for preparing a check and check-stub.

Demonstrate knowledge of the mechanics of household budgeting.

Distinguish between savings and investments.

Compare the expenses of renting or leasing housing with those of purchasing a home in today's economy.

Compare costs, convenience and other factors related to various means of transportation.

Compute cash discounts and trade discounts.

Distinguish between add-on interest and note discounting.

Identify the various parts of a promissory note and the function of each.

Classify and record income and expenses on an income statement.

Identify steps necessary to open a set of accounting records.

Interpret the accounting equation: Assets = Liabilities and Capital.

Summarize the principles of debit and credit for balance sheet accounts.

Analyze an employee's weekly or monthly earnings utilizing the payroll register, time card, and all other withholding information (FICA, state tax, and unemployment compensation, etc.).

Demonstrate knowledge of an account receivable and a bad debt expense.

Demonstrate the ability to arrange items in alphabetical, numerical, or subject order.

Objectives (Continued)

Distinguish between a Checking Account and a Saving Account.

Identify appropriate steps involved in the process of reconciling a bank statement.

Identify the correct presentation of fixed assets and depreciation on a financial statement.

Compare record-keeping procedures for property tax, FICA tax, and state and federal employee income tax.

Distinguish between the law of torts and the law of crimes.

Identify the types of courts in the Georgia court system.

Identify the requirements that a contract must meet to be enforceable.

Distinguish between a sale and a contract to sell.

Identify the legal aspects of a bailment, both as related to and distinguished from the law of contracts.

Analyze a situation dealing with bailments mutual consent, competent parties, consideration, valid subject matter, etc.

Identify creditor and debtor in given situations.

Identify the requirements for negotiability.

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Georgia Teacher Certification Testing Program

General Business

Objectives

Describe the structure of the American banking system, including the Federal Reserve System and its role.

Describe the services of the American full-service bank.

Analyze examples of savings and investment procedures.

Analyze the purposes and the advantages of home insurance.

Identify and evaluate the various types of automobile insurance coverage.

Indicate the scope of coverage available under health insurance plans.

Compare different types of health insurance plans.

Indicate what is meant by a legal will.

Identify various approaches to (or methods of) calculating credit costs and/or their importance to the consumer.

Identify economic changes that occur during deflation and inflation.

Describe the influence of the American and international markets on the growth of foreign trade.

Identify career decision-making processes.

Describe the role of self-evaluation in career planning.

Identify the sources of materials for business-related careers.

Identify the components needed for self-understanding.

Analyze the relationship of an individual's interests and abilities to career planning.

Define the role that aptitude might play in job placement.

Identify the basic steps involved in choosing a career.

Recognize educational alternatives for business careers.

Identify a program for teaching interviewing techniques or demonstrate a knowledge of job interviewing skills needed to make a positive impression.

Objectives (Continued)

Analyze a guide to be used for assembling pertinent data for a resume.

Identify appropriate job sources on the local, state, and national levels.

Analyze the role of buying habits in setting guidelines for shopping.

Identify potential problems of a buyer who has been misled by fraudulent and deceptive advertising.

Describe changes that have been effected to protect consumers.

Identify characteristics of the free enterprise system.

Describe systems appropriate for maintaining an effective communication network among personnel.

Analyze the effect of economic concerns on U.S. foreign policy.

Describe the administrative services needed for the effective operation of an office.

Identify various professional business organizations (Georgia Business Association, AVA, NBEA, and GBEA, etc.).

Identify functions of youth organizations for business students.

Identify the qualifications necessary for eligibility for the Georgia State Competition of the Future Business Leaders of America.

Indicate the structure and the major bylaws that govern the operations of the Future Business Leaders of America.

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Business and Youth Organization

Objectives

Identify characteristics of the free enterprise system.

Describe systems appropriate for maintaining an effective communication network among personnel.

Analyze the effect of economic concerns on U.S. foreign policy.

Describe the administrative services needed for the effective operation of an office.

Identify various professional business organizations (Georgia Business Association, AVA, BNEA, and GBEA, etc.).

Identify functions of youth organizations for business students.

Identify the qualifications necessary for eligibility for the Georgia State Competition of the Future Business Leaders of America.

Indicate the structure and the major bylaws that govern the operations of the Future Business Leaders of America.

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Information Processing

Objectives

Apply procedures for formatting and preparing charts, tables, and statistical data.

Identify procedures needed for composing at the word processor or microcomputer.

Given specific errors, choose the appropriate keyboarding procedure on a word processor or microcomputer to correct the errors.

Identify types of copying machines and their characteristics.

Compare the advantages and/or disadvantages of various reprographic processes.

Define basic terms used in data processing.

Identify components and methods of the data processing cycle (processing, storing, retrieving, and disposing).

Apply the principles of flow charting and arithmetic coding.

Identify procedures used for data entry.

Identify procedures and characteristics of programming operations and languages.

Select appropriate equipment for specific office functions.

Identify types of data processing hardware and their characteristics.

Identify types of data processing software and their characteristics.

Define the functions of data processing staff.

Identify ways in which telecommunications meet the needs of modern business.

Analyze the impact of technology on the "office of the future."

Define the basic terms used in word processing.

Identify components and methods of the word processing cycle (origination, production, reproduction, storage, and distribution.)

Objectives (Continued)

Identify types of word processing hardware and their characteristics.

Identify types of word processing software and their characteristics.

Determine specific uses for word processing in a business setting.

Apply procedures for using a microcomputer.

Identify uses for microcomputers in a business setting.

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